

11.5.70.0 Sheriffs Office Intelligence Center (SOIC).pdf



Sheriff's Office
COOK COUNTY, ILLINOIS
SHERIFF'S ORDER

	ISSUANCE DATE	EFFECTIVE DATE	NO.
	15 NOV 12	15 NOV 12	11.5.70.0
SUBJECT	DISTRIBUTION	RESCINDS	
SHERIFF'S OFFICE INTELLIGENCE CENTER (SOIC)	G		
RELATED DIRECTIVES		AMENDS	

I. PURPOSE

This Order establishes and defines the functions, responsibilities, and guidelines of the Cook County Sheriff's Office Intelligence Center (SOIC). The Sheriff's Office Intelligence Center will coordinate with all divisions and units of the Cook County Sheriff's Office (CCSO) to identify the essential elements of information for their specific units in order to ensure that quality, relevant intelligence is generated and distributed.

II. POLICY

A. The objective and policy of the CCSO is to engage in intelligence-led policing, which is essential to decrease crime throughout Cook County. The Sheriff's Office Intelligence Center's focus is on four main areas to achieve that objective: Intelligence, Crime Mapping, Asset Forfeiture, and Inter-Agency Relationships.

B. Mission Statement

By adhering to proper intelligence protocols, the Cook County Sheriff's Office Intelligence Center will provide support across the spectrum of Sheriff's Office operational units as well as other law enforcement agencies within Cook County. The Sheriff's Office Intelligence Center's two purposes for producing law enforcement intelligence are: 1.) planning and resource allocation and 2.) crime prevention. At the strategic level, law enforcement intelligence can provide decision makers with a basis for future deployment options. Using centralized data to create analytical assessments and projections, Sheriff's Office senior leadership can proactively plan and allocate resources accordingly. Where crime prevention is concerned, good operational, tactical, timely and actionable intelligence will address current threats, problems, and issues as well as support current investigations.

III. APPLICABILITY

This Order is applicable to all employees within the Sheriff's Office Intelligence Center and employees within the CCSO. All employees shall familiarize themselves with the contents of this order. All supervisors shall review the

contents of this order with all employees under their supervision as appropriate, and ensure the provisions as outlined are strictly adhered to.

IV. AUTHORITY/REFERENCE

- A. 28 Code of Federal Regulation (CFR) Part 23
- B. See Attached Appendix B Authority/Reference List
- C. Constitution of the United States

V. ENCLOSURES

- A. Debriefing Form (FCN-115)(NOV 12)
- B. Intelligence Bulletin (FCN-116)(NOV 12)
- C. Intelligence Information Report (IIR) – (FCN-117)(NOV 12)
- D. Intelligence Summary (FCN-118)(NOV 12)
- E. Request for Information (RFI) – (FCN-119)(NOV 12)

VI. DEFINITIONS

- A. Arrest Debriefing – An attempt to ascertain information from an arrestee after the arrestee has been read his/her Miranda Rights.
- B. Common Intelligence Picture (CIP) – Is a single identical display of relevant intelligence information shared by more than one agency. A CIP facilitates collaborative planning and assists all units and agencies in achieving situational awareness.
- C. Intelligence Briefs – Presentation of intelligence on targeted or potential crime and/or crime rates.
- D. Intelligence Bulletin – An intelligence report containing time sensitive, officer safety or public safety information.
- E. Intelligence Summary – A summary of all significant intelligence produced within a certain period.
- F. Seizure – A forcible taking of property by a law enforcement official from a person who is suspected of violating or is known to have violated the law.
- G. Target Intelligence Packet – A finished intelligence product that identifies a criminal threat posed by an individual or group. The identities and

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background of individuals involved in the threat will be provided as well as a hierarchy of any organized group. Lines of operation between any individuals or groups will be identified along with the centers of gravity of such entities.

- H. 28 CFR Part 23 – A federal guideline for law enforcement agencies that operate federally funded multijurisdictional criminal intelligence systems. It also provides guidance for law enforcement agencies on how to operate criminal intelligence information systems effectively while protecting individual's privacy and constitutional rights during the collection, storage, and dissemination of criminal intelligence information.

VII. ORGANIZATION

- A. The Sheriff's Office Intelligence Center will be under the direction of a Director.
- B. The Sheriff's Office Intelligence Center will have an Assistant Director of Privacy, reporting directly to the Director of the Sheriff's Office Intelligence Center, and tasked with ensuring compliance with all state, local, and federal privacy mandates, including 28 CFR Part 23.
- C. Supervisors holding the merit rank of sergeant or above, reporting directly to the Director of the Sheriff's Office Intelligence Center will be responsible for overseeing investigators, detectives, civilian intelligence analysts, and civilian GIS analysts assigned to the Sheriff's Office Intelligence Center for Asset Forfeiture or Intelligence purposes.
- D. The Sheriff's Office Intelligence Center may be staffed by sworn officers or civilian analysts from all CCSO sworn units, the Cook County Sheriff's Police, Court Services, Department of Corrections, Central Warrant Unit, as well as civilian analysts. Additionally, external agencies wishing to dedicate staff to the Sheriff's Office Intelligence Center will do so through the execution of a mutually agreed upon Memorandum of Understanding (MOU).

VII. THE SHERIFF'S OFFICE INTELLIGENCE CENTER STAFF AND DUTIES

The Sheriff's Office Intelligence Center will be staffed by experienced investigators, detectives, and analysts who possess the ability to recognize and evaluate information for intelligence potential. On-going training in intelligence gathering, analysis, and dissemination is expected of all CCSO employees assigned to the Sheriff's Office Intelligence Center.

- A. The investigators and detectives will screen incoming information to determine whether it can be acted upon immediately or if further collections and analysis is required.

- B. The civilian intelligence analysts will work closely with the investigators and detectives to develop an integrated perspective of the information received and the intelligence produced by the SOIC. Analytical assessments derived by the collaboration between the investigators, detectives and analysts will identify the significance of the information received by the SOIC.
- C. Intelligence products based on the criminal threats identified by this analysis will allow the managers of operational units to focus their efforts to address the most significant criminal activity with their area of responsibility.

VIII. RESPONSIBILITIES OF THE SHERIFF'S OFFICE INTELLIGENCE CENTER

- A. The Sheriff's Office Intelligence Center will be responsible for collecting, analyzing, and disseminating intelligence to support those units within the CCSO. Safeguarding individual's civil rights is paramount to the CCSO and the center has adopted a privacy policy, which both respects and protects those rights.
- B. The Sheriff's Office Intelligence Center will focus on comprehensive synthesis of Sheriff's Office data and external data sources for the purposes of investigation of crime, combating gang and narcotics activity, and the elimination of chronic crime throughout Cook County.
- C. It will be the responsibility of the Sheriff's Office Intelligence Center to undertake expanded and detailed intelligence gathering, geographical information systems analysis, asset forfeiture, and the fostering of inter-agency relationships. These additional responsibilities will form a more cohesive Sheriff's Office Intelligence Center that is better able to accurately and efficiently gather information, analyze, and disseminate as a finished intelligence product.
- D. The Sheriff's Office Intelligence Center will also be responsible for the Sheriff's Office criminal activity mapping efforts. The civilian geographic information system(GIS) analysts who specialize in law enforcement applications of the GIS function will work with Cook County GIS mapping software combined with third party software acquired by the Sheriff's Office to produce maps which project disparate law enforcement data visually which allows law enforcement professionals an additional perspective when evaluating and planning operations.
- E. Asset Forfeiture seizure efforts will be the responsibility of the SOIC, staffed by investigators and detectives who specialize in financial crimes. The investigators will provide financial asset background to select intelligence products. Additionally, the Asset Forfeiture Section is responsible for all seizures of personal property on behalf of the Sheriff's

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Office. Another capability of this section is Sensitive Site Exploitation (SSE), a process for collecting documents and digital data related to criminal activity.

IX. OPERATIONS

A. Intelligence

The functions and products of the Sheriff's Office Intelligence Center are as followed:

1. Intelligence Watch

- a. A member of the Intelligence Section will be responsible for monitoring all information, reports, and intelligence products that come into the center.
- b. The information will be screened by the intelligence watch officer (the officer on-call during off hours) and forwarded to the proper investigator/detective/analyst for follow up.
- c. Any items, which require immediate attention or are terrorism related, will be brought to the attention of the Director of the Sheriff's Office Intelligence Center immediately upon receipt.
- d. Any terrorism related information will be immediately forwarded to the FBI's Joint Terrorism Task Force.

2. Intelligence Support for Investigations

- a. The Sheriff's Office Intelligence Center will coordinate with the investigative units within the Sheriff's Office and outside agencies to provide intelligence support to ongoing investigations.
- b. Synergy between the center and investigative units will enable those units to focus their efforts on the aspects of their investigation requiring work in the field.

3. Human Intelligence

A core competency of the Intelligence Section will be the collection of human intelligence (HUMINT). This is accomplished in three (3) ways:

a. Arrest Debriefings

- i. All persons arrested by Cook County Sheriff's Officers will be debriefed for intelligence potential. The arresting officer shall document the debriefing on a Debriefing form and forward the completed form within twenty-four (24) hours of the debriefing, directly to the Sheriff's Office Intelligence Center via email at ccso.intel@cookcountyil.gov or fax to 773.674.4797.
- ii. Investigators and detectives will encourage officers from outside agencies to conduct such debriefings and forward arrest debriefing forms to the Sheriff's Office Intelligence Center in anticipation of obtaining finished intelligence products from the Sheriff's Office Intelligence Center that are of interest to their agency.

b. Detainee Interviews

- i. Detainees incarcerated at the Cook County Department of Corrections or held within the Cook County Court Services lock-ups will be screened for intelligence potential and selected detainees will be interviewed by sworn staff assigned to the Correctional Information and Investigations Division (CIID). CIID Investigators shall complete and forward the Debriefing form to the Sheriff's Office Intelligence Center within twenty- four (24) hours of the debriefing via email at ccso.intel@cookcountyil.gov or fax to 773.674.4797.
- ii. A summation of the interview will be forwarded directly to the Sheriff's Office Intelligence Center for further development.
- iii. Investigators or detectives from the Sheriff's Office Intelligence Center will work with CIID to conduct follow-up interviews of detainees of interest.

c. Offender Debriefing

All persons who are in the custody of the Cook County Sheriff's Court Services Department for bond hearings, assigned to service hours through the Sheriff's Work

Alternative Program (SWAP), placed on Electronic Monitoring, and/or Day Reporting will be screened for intelligence potential through a brief computerized interview form will be collected and forwarded directly to the Sheriff's Office Intelligence Center via email at ccso.intel@cookcountyil.gov.

4. Street Sources of information (SOI)
 - a. The Sheriff's Office Intelligence Center will provide standing Intelligence Requirements to Cook County Sheriff's police officers who maintain street Sources of Information (SOI).
 - b. Cook County Sheriff's Police Department (CCSPD) police officers and detectives will address the intelligence requirements with their SOI's and document any information pertaining to the requirements or any other information that might be of interest to the Sheriff's Office Intelligence Center on a CCSPD Intelligence Information Report (IIR). The IIR will be forwarded directly to the Intelligence Center.
 - c. The Sheriff's Office Intelligence Center will provide any standing intelligence requirements or Request for Information (RFI) to all field units and outside agencies in the event that they may obtain some information of interest from their contacts with members of the public.
 - d. Any Human Intelligence (HUMINT) obtained by the Sheriff's Office Intelligence Center will be documented and identified as raw information. Any time sensitive HUMINT may be immediately disseminated to sworn officers or civilian analysts, units, divisions or outside agencies with a need to know through intelligence bulletins.
 - e. All HUMINT will be collated with other information in the Sheriff's Office Intelligence Center and utilized in finished intelligence products.
5. Intelligence Bulletins
 - a. Information regarding time sensitive, officer safety or public safety matters will be distributed as Intelligence Bulletins. The Sheriff's Office Intelligence Center will attempt to evaluate the information for authenticity before dissemination. However, in the event full authenticity is not

possible, the Sheriff's Office Intelligence Center will not unreasonably delay dissemination, in the interest of protecting the well-being of sworn officers, civilian personnel and members of the public. A caveat identifying the degree of authentication of the information will be included in all Intelligence Bulletins.

- b. In order to ensure proper protocol in the vetting and authentication of information is followed, the Sheriff's Office Intelligence Center will be the sole source of dissemination of any and all Intelligence Bulletins.

6. Intelligence Summary

- a. Upon the request of sworn law enforcement officers, the Sheriff's Office Intelligence Center will produce an Intelligence Summary about specific areas, groups, or topics within a certain period in order to support those officers' operations.
- b. This product will be developed using multiple sources and the information contained in the Intelligence Summary will be evaluated for veracity before it is included.
- c. Requesting officers must provide a criminal predicate to justify their request unless the request is for general criminal information about an identified area in the interest of officer safety.

7. Group Threat Assessments

- a. The Intelligence Officers and criminal analysts will produce threat assessments for criminal groups operating in Cook County such as gangs, burglary rings, financial crimes networks, etc.
- b. These threat assessments will include information about the membership of the group, the area in which the group operates, and the criminal activities of the group.
- c. These assessments will be generated on groups the Sheriff's Office Intelligence Center has identified as having a high potential for criminal activity against the citizens of Cook County and their property or for the greatest risk to public safety.
- d. The Group Threat Assessments will be disseminated as widely as possible to provide situational awareness to law

enforcement officers both within the CCSO and within other agencies.

8. Target Intelligence Packets

- a. The Sheriff's Office Intelligence Center will proactively seek actionable criminal intelligence concerning current threats. When intelligence of this nature becomes available, the Sheriff's Office Intelligence Center will build a Target Intelligence Packet to address the criminal enterprise of that threat.
- b. The Target Intelligence Packet will be an exhaustive, all-source intelligence product utilizing the complete capability of the Sheriff's Office Intelligence Center with the goals of the arrest and prosecution of persons involved in the criminal activity and seizure of real and personal property gained from that activity.
- c. The Director of the Intelligence Center/Designee will present the Target Intelligence Packet to the appropriate investigative unit.

9. Current Intelligence Brief

- a. The Sheriff's Office Intelligence Center will conduct a weekly Current Intelligence Briefing for the Sheriff and/or his designee and members of the command staff of the operational units within the CCSO.
- b. This briefing will include statistics and maps illustrating crimes and crime rates in unincorporated Cook County, current gang activity, and any major incidents.
- c. Members from all sections of the Sheriff's Office Intelligence Center will deliver the briefing.
- d. The Sheriff's Office Intelligence Center will provide an assessment of current intelligence and identify any intelligence gaps concerning the current threats.

B. Geographic Information System (GIS) Section

The functions and products of the GIS Section are as followed:

1. Crime Mapping/Public Safety

- a. The GIS analysts will generate cyclical maps to display current crime rates for various types of crime and public safety issues.
 - b. These maps will address standing requirements for the various operational units within the CCSO.
 - c. Analysts from the Sheriff's Office Intelligence Center will identify trends of concern and attempt to identify contributing factors to both increases and decreases in crimes in a given area.
 - d. To the extent possible, the analysts will provide predictive analysis concerning crime rates in order to assist operational commanders in determining future deployment of forces and resources to engage in the Sheriff's Office policy of Intelligence-led Policing efforts.
2. Gang territories
 - a. The GIS analysts will build and maintain a map of current gang territories in suburban Cook County.
 - b. The Information for this map will be provided and substantiated by the Sheriff's Office Intelligence Center and will be obtained from the CCSPD Gang Crimes Unit, gang crimes units from outside agencies, operational units within the Sheriff's Office and outside agencies.
 - c. The gang territory map will be provided to any law enforcement agency requesting the product.
3. Beat maps
 - a. Maps of the beat structures of the CCSPD are maintained by the GIS analysts and provided directly to patrol division personnel and CCSPD command staff for further dissemination as they see fit.
 - b. Layers of significant public places, parolee information, electronic monitoring participants, sex offenders, and all other location information available to the Sheriff's Office Intelligence Center will be stored in the GIS database and available for mapping upon request.
 - c. The GIS analyst will also provide mapping of any geographic boundaries used by operational units of the Sheriff's Office.

4. Aerial imagery

- a. The GIS analysts will also maintain aerial imagery of all land parcels in Cook County and can provide the imagery as is or with analytical exploitation to Sheriff's Office units for situational awareness, strategic, or tactical planning.
- b. The GIS analysts are also responsible for obtaining ground imagery of Cook County Land parcels for law enforcement use.

C. Asset Forfeiture Section

The functions and products of the Asset Forfeiture Section are as follows:

1. Financial Asset Investigation

- a. The Asset Forfeiture Section will provide information on assets owned or associated with individuals or organizations targeted for investigation by the Sheriff's Office Intelligence Center or police units and agencies supported by the Center.
- b. These assets will be identified either to determine associations between individuals and/or organizations which may also be engaging in criminal activities as pertaining to the investigation.
- c. Any assets identified as proceeds from criminal activity will be noted for possible seizure.

2. Seizures

- a. The Asset Forfeiture Section will be responsible for the seizure of any real or personal property deemed appropriate, in conjunction with arrest and/or criminal investigations by the Sheriff's Office.
- b. Wherein the possibility of seizing real or personal property exist, Sheriff's officers, investigators, or detectives will forward documentation of all arrest and/or criminal investigations directly to the Asset Forfeiture Section within twenty-four (24) hours.
- c. The Asset Forfeiture Section will make the determination to hold real or personal property in seizure and be

responsible for completing the Seizure Documentation Package and any related materials.

3. Sensitive site exploitation (SSE)
 - a. SSE is a process conducted at a site under the control of law enforcement for the purpose of exploiting persons, documents, digital data and other materials for intelligence and/or evidentiary purposes.
 - b. Asset Forfeiture Section SSE teams will be assigned to select sites which come under the control of Sheriff's Office personnel or under the control of outside agencies who request assistance.
 - c. When necessary, SSE teams will coordinate their efforts with the activities of evidence technicians in order to enhance crime scene processing.
 - d. SSE teams will confine their activities to legally authorized searches and seizures, always respecting the privacy and civil rights of individuals.

X. INTER-AGENCY RELATIONSHIPS

- A. The Sheriff's Office Intelligence Center recognizes the necessity for a strong information-sharing environment in order to achieve the goals that drive law enforcement intelligence.
- B. The prime objective of the Sheriff's Office Intelligence Center is the open exchange of information between the Sheriff's Office Intelligence Center and various units within the CCSO as well as law enforcement agencies within and outside Cook County.
 1. Liaison Officers
 - a. The Sheriff's Office Intelligence Center will encourage units within the CCSO as well as outside agencies to identify a liaison officer who will participate in the intelligence activities of the Center.
 - b. These liaison officers will act as the conduit between the Sheriff's Office Intelligence Center and the various units in order to ensure the smooth flow of information.
 - c. Strong liaison officers will be uniquely positioned to address the needs of both the Sheriff's Office Intelligence Center and their respective units.

2. Criminal Intelligence Meetings

- a. Center personnel will attend criminal intelligence meetings held by outside agencies in order to obtain current intelligence.
- b. By keeping abreast of current intelligence from the various agencies in Cook County and the surrounding area, the Center will be able to develop and maintain a Common Intelligence Picture (CIP) that represents the most pertinent threats identified throughout the Sheriff's Office area of operations.
- c. The Sheriff's Office Intelligence Center will host a quarterly criminal intelligence meeting for all interested law enforcement agencies. The purpose of the meeting will be to share the CIP in order to provide situational awareness of threats within and outside the respective agencies area of responsibility.

BY ORDER OF:

A handwritten signature in black ink, appearing to read 'H. Burke', is positioned above the printed name.

**HELEN BURKE
SENIOR ADVISOR
COOK COUNTY SHERIFF'S OFFICE**